

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 27

November 5, 2013

SUBJECT: PUBLIC APPEARANCES BY EMPLOYEES - REVISED

PURPOSE: This Order revises Department Manual Section 3/778, *Public Appearances by Employees*, to add new procedures when making public appearances, either on or off duty, as a representative of the Department.

PROCEDURE: Attached is Department Manual Section 3/778, *Public Appearances by Employees*, with revisions in italics.

AMENDMENTS: This Order revises Section 3/778 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME III
Revised by Special Order No. 27, 2013

778. PUBLIC APPEARANCES BY EMPLOYEES. Prior to appearing as a representative of the Department, *either on or off-duty*, for the purpose of making a speech, participating in a panel discussion, or other similar function, an employee must obtain permission for the appearance from his/her commanding officer. The commanding officer must determine if the content of the message conforms with existing Department policy and whether the speaker is competent to properly represent the Department.

Exception: Permission need not be obtained if such appearance is part of the employee's assigned duties.

Officers intending to make any *presentation or provide education specifically related to gang or drug prevention to any group*, at any school must:

- Notify their Commanding Officer *at least one week prior to the scheduled appearance*;
- Provide the name and address of the school;
- Indicate the date and time of the presentation; and,
- Indicate the subject matter of the presentation.

In the event a role-playing exercise is planned for minors (i.e., simulating arrests, detentions, suspect interrogations, etc.) where the students are participants, officers must also:

- *Obtain their Commanding Officer's approval for the role-playing exercise;*
- *Provide the name and contact information of the school official who will be responsible for making parental notification of the presentation and role-playing exercise; and,*

Note: *Officers are not required to verify that the school actually made the appropriate parental notifications. Failure by the school to make such notifications is in no way a violation of Department policy, nor does it bar or prohibit the officers from conducting or proceeding with their presentation or role-playing exercise.*

- *At the beginning of the presentation, prior to the role-playing exercise, the officer(s) must inform the students that they can exclude themselves from participating in the role-playing exercise.*